

MONITORING INSTRUMENT ITEM REPORT

2013–14 Program Instruments

Before and After School Programs Non-LEA 2013–14

I. INVOLVEMENT

I-BASP 01: Collaboration with Schools

Updated 10/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

- Compliance Indicators I-BASP 1. (21st CCLC, ASSETs) The LEA/grantee agency actively collaborates, during both initial program development and ongoing program implementation, with the schools the students attend. (20 U.S.C. § 7174 (b)(2)(D); EC §§ 8482.5(b), 8422(b), 8483.3(c)(6), 8484.6(a).)
- 1.1. (21st CCLC, ASSETs) The LEA/grantee agency plans collaboratively with parents, youth, representatives of participating public schools (e.g., school site principals and staff), governmental agencies, such as city and county parks and recreation departments, local law enforcement, community organizations, and the private sector. (EC §§ 8482.5(b), 8422(b), 8483.3(c)(6).)
1. 2. (21st CCLC, ASSETs) The program was developed and will be carried out in active collaboration with the schools the students attend and integrated with the regular school day and other extended learning opportunities. (EC § 8483.3(c)(5); 20 U.S.C. § 7174 (b)(2)(D).)
1. 3. (21st CCLC, ASSETs) Offsite programs align the educational and literacy/academic assistance element of the program with participating students' regular school programs. (EC § 8484.6(a).)

Associated Documents BASP flyers/brochures [s]
BASP partners' meetings agendas and minutes [r]
BASP program plan [r]
BASP program schedules [r]
BASP regular day/AS meeting agendas and minutes [r]

Required and Suggested Documents BASP planning documents [s]
BASP program collaboration materials [s]
BASP student surveys [s]

Legal References

I. INVOLVEMENT

I-BASP 02: Consultation with Private Schools

Updated 10/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

- Compliance Indicators I-BASP 2. (21st CCLC, ASSETs) The LEA/grantee agency consulted with appropriate private school officials during the development of the program concerning:
- (a) Identification of students' needs. (20 U.S.C. §§ 6320 (b)(1)(A), 7881 (c)(1)(A).)
- (b) What services will be offered. (20 U.S.C. §§ 6320 (b)(1)(B), 7881 (c)(1)(B).)
- (c) Service delivery options, including services through a contract with a third-party provider. (20 U.S.C. §§ 6320 (b)(1)(C)(G), 7881(c)(1)(C).)
- (d) Assessment and improvement of services. (20 U.S.C. §§ 6320 (b)(1)(D), 7881 (c)(1)(D).)
- (e) The size and scope of services and the proportion of funds allocated. (20 U.S.C. §§ 6320 (b)(1)(E), 7881 (c)(1)(E).)
- (f) Program delivery options (20 U.S.C. §§ 6320 (b)(3), 7881 (c)(4).)

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	(g) Reasons for not using a contractor preferred by private school officials. (20 U.S.C. §§ 6320 (b)(1)(H), 7881 (c)(2).)
Associated Documents	Affirmation signed by participating private schools [r] BASP program plan [r] Consolidated Application and Reporting System (CARS) [r] Dated notice of ESEA eligibility to private schools in LEA and adjacent LEAs [r] LEA Plan [r]
Required and Suggested Documents	BASP meetings with private schools agendas and minutes [s]
Legal References	

II. GOVERNANCE AND ADMINISTRATION

II-BASP 03: Serves Pupils in Appropriate Grade Levels

Updated 10/04/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	II-BASP 3. (21st CCLC, ASSETs) The LEA/grantee agency serves pupils in appropriate grade levels at participating schools. (20 U.S.C. § 7173 (a)(3)(A)(iii); EC §§ 8421(a), 8482.3(a), 8484.8(e)(1).) 3.1 Removed from Non-LEA Instrument 3.2 (21st CCLC) The LEA/grantee agency serves students in elementary and middle grades of eligible public and/or private schools. (20 U.S.C. § 7173 (a)(3)(A)(ii); EC § 8484.8(e)(1).) 3.3 (ASSETs) The LEA/grantee agency serves students in grades nine through twelve, inclusive, of eligible public and/or private schools. (20 U.S.C. § 7173 (a)(3)(A)(ii); EC § 8421(a).)
Associated Documents	BASP grant application [r] BASP program plan [r]
Required and Suggested Documents	
Legal References	

II. GOVERNANCE AND ADMINISTRATION

II-BASP 04: Operates Program Required Hours and Days

Updated 10/04/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	II-BASP 4. (21st CCLC, ASSETs) The LEA/grantee agency operates its program the required number of hours per day and days per week on every regular school day. (EC §§ 8483, 8483.1(a)(1), 8483.2, 8421(c).) 4.1 (21st CCLC) The after school program component commences immediately upon the conclusion of the regular school day and operates a minimum of 15 hours per week and at least until 6 p.m. on every regular school day. (EC § 8483) 4.2 (21st CCLC) Before school programs operate for no less than one and one-half hours each regular school day. (EC § 8483.1(a)(1).)

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4.3 (21st CCLC) The LEA/grantee agency that operates both a before and after school program during summer, intersession, or vacation periods operates these programs a minimum of four and one-half hours per day. (EC § 8483.2)

4.4 (ASSETs) The LEA/grantee agency operates a minimum of 15 hours per week, which may include after school and any combination of before school, weekends, summer, intersession, and vacation. (EC §§ 8421(c), 8422(d) (1),(2).)

Associated Documents BASP flyers/brochures [s]
BASP program plan [r]
BASP program schedules [r]
BASP Web-based information [s]

Required and Suggested Documents BASP annual performance review [r]

Legal References

II. GOVERNANCE AND ADMINISTRATION

II-BASP 05: Early Release and Late Arrival Policies

Updated 10/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators II-BASP 5. (21st CCLC) The LEA/grantee agency has established policies for reasonable early release of pupils in the after school program and reasonable late daily arrival of pupils in the before school program. (EC §§ 8483(a) (1), 8483.1(a)(1).)

Associated Documents BASP flyers/brochures [s]
BASP operation policies [r]
BASP roll sign-in/out sheets [r]
BASP Web-based information [s]

Required and Suggested Documents

Legal References

II. GOVERNANCE AND ADMINISTRATION

II-BASP 06: Daily Nutritious Snack, Breakfast Meal

Updated 10/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators II-BASP 6. (21st CCLC, ASSETs) The program provides a daily nutritious snack/breakfast meal for attending students. (EC §§ 8423(c)(3), 8483.3(c)(8), 8483.1(c).)

6.1 (21st CCLC, ASSETs) The nutritious snack conforms to the nutrition standards in Article 2.5 of Chapter 9 of Part 27, commencing with Education Code Section 49431(EC § 8482.3(d).)

6.2 (21st CCLC) The before school program offers a breakfast meal for attending students as described by

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	Education Code Section 49553. (EC § 8483.1(c).)
Associated Documents	BASP program plan [r]
Required and Suggested Documents	BASP completed Snack Calculator [s] BASP menus [s] BASP nutrition facts label [s]
Legal References	

II. GOVERNANCE AND ADMINISTRATION

II-BASP 07: Physical Activity Element

Updated 10/04/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	II-BASP 7. (ASSETs) The program includes a physical activity element. (EC § 8423(c)(3).)
Associated Documents	BASP flyers/brochures [s] BASP lesson plans and activities [r] BASP program plan [r] BASP program schedules [r]
Required and Suggested Documents	
Legal References	

II. GOVERNANCE AND ADMINISTRATION

II-BASP 08: Submits Data and Maintains Records

Updated 10/04/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	II-BASP 8. (21st CCLC, ASSETs) The LEA/grantee agency submits data and reports and maintains records as required. (EC §§ 8482.3(f)(5), 8482.3(f)(10)(A)-(C), 8484.8(b)(3).) 8.1 (21st CCLC, ASSETs) The LEA/grantee agency reviews its after school program plan every three years including, but not limited to, program goals, program content, outcome measures, and other information requested by CDE. (EC § 8482.3(g)(1).) 8.2 (21st CCLC, ASSETs) The LEA/grantee agency maintains documentation of the after school program plan for a minimum of five years. (EC § 8482.3(g)(1)(F).) 8.3 (21st CCLC, ASSETs) The LEA/grantee agency submits program attendance data semiannually and regular school day attendance data annually. (EC §§ 8482.3(f)(10)(A)-(C), 8483.55(c)(4), 8484.8(e)(5), 8426(d).)
Associated Documents	BASP operation policies [r] BASP program plan [r] BASP roll sign-in/out sheets [r]

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Required and Suggested Documents BASP policy and procedures on record retention [r]

Legal References

II. GOVERNANCE AND ADMINISTRATION

II-BASP 09: Effective Use of Public Resources

Updated 10/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators II-BASP 9. (21st CCLC, ASSETs) The LEA/grantee agency coordinates with other federal, state, and local programs to make the most effective use of public resources. (20 U.S.C. § 7174 (b)(2)(c); EC §§ 8421(f)(5), 8484.8(e)(4).)

Associated Documents BASP flyers/brochures [s]
BASP operation policies [r]
BASP program plan [r]
Single Plan for Student Achievement (SPSA) [r]

Required and Suggested Documents BASP detailed expenditure report [r]

Legal References

II. GOVERNANCE AND ADMINISTRATION

II-BASP 10: Inventory

Updated 10/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators II-BASP 10. (21st CCLC, ASSETs) The LEA/grantee agency maintains an inventory record for each piece of equipment, with an acquisition cost of \$500 or more per unit, that is purchased with state and/or federal funds. The record describes the acquisition by:

- (a) Type
- (b) Model
- (c) Serial number
- (d) Funding source
- (e) Acquisition date
- (f) Cost
- (g) Location
- (h) Current condition
- (i) Transfer, replacement, or disposition of obsolete or unusable equipment (EC § 35168; 5 CCR § 3946; 34 CFR § 80.32(d)(I).)

10.1 The school district has conducted a physical check of the inventory of equipment within the past two years and has reconciled the result with inventory records. (34 CFR § 80.32(d)(2).)

Associated Documents

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Required and Suggested Documents

BASP inventory record [r]

Legal References

III. FUNDING

III-BASP 11: Funding Direct Services to Pupils

Updated 10/04/2013 by Administrator Administrator

SEA Status

In Progress

Comments by SEA

Compliance Indicators

III-BASP 11. (21st CCLC) The LEA/grantee agency allocates no less than 85 percent of total grant amount to school sites for direct services to pupils. (EC § 8483.9(c).)

11.1 (21st CCLC, ASSETs) The LEA/grantee agency spends no more than 15 percent of the amount of the grant for administrative costs, which includes any indirect costs. (EC §§ 8483.9(b), 8484.8(e)(3)(B).)

11.2 (ASSETs) The LEA/grantee agency spends no more than the greater of 6 percent of the grant amount or seven thousand five hundred dollars (\$7,500) to collect outcome data for evaluation and for reports as required by the CDE. (EC § 8426(g)(2).)

Associated Documents

BASP contracts [r]
BASP duty statements [r]
BASP expenditure reports [r]
BASP line item budgets [r]

Required and Suggested Documents

Legal References

III. FUNDING

III-BASP 12: Fiscal and Auditing Standards

Updated 10/04/2013 by Administrator Administrator

SEA Status

In Progress

Comments by SEA

Compliance Indicators

III-BASP 12. (21st CCLC, ASSETs) The LEA/grantee agency follows all fiscal and auditing standards required by the CDE. (EC §§ 8482.3(f)(5), 8484.8(b)(3),(4).)

12.1 (21st CCLC, ASSETs) The LEA/grantee agency submits annual budget reports and quarterly expenditure reports. (EC §§ 8482.3(f)(5), 8484.8(b)(3),(4).)

12.2 (21st CCLC, ASSETs) The LEA/grantee agency conducts an annual fiscal audit. (EC § 8484.8(b)(3).)

Associated Documents

BASP contracts [r]
BASP expenditure reports [r]
BASP fiscal and/or state audits [r]
BASP line item budgets [r]

Required and Suggested Documents

BASP time sheets, including time accounting methods [s]

Legal References

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III. FUNDING

III-BASP 13: Removed from Non-LEA Instrument

Updated 10/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators

Associated Documents BASP contracts [r]
BASP expenditure reports [r]
BASP line item budgets [r]

Required and Suggested Documents BASP Memorandum of Understanding (MOU) [r]

Legal References

III. FUNDING

III-BASP 14: Supplement not Supplant

Updated 10/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators III-BASP 14. (21st CCLC, ASSETs) The LEA/grantee agency uses categorical funds only to supplement, and not supplant, state and local funds. (EC § 8483.5(e); 20 U.S.C. § 7174 (b)(2)(G).)

Associated Documents BASP duty statements [r]
BASP LEA fiscal records [r]
BASP program plan [r]
Single Plan for Student Achievement (SPSA) [r]

Required and Suggested Documents BASP equipment inventory/placements/use [r]

Legal References

IV. STANDARDS, ASSESSMENT, AND ACCOUNTABILITY

IV-BASP 15: Evaluation Requirements

Updated 10/04/2013 by Administrator Administrator

SEA Status In Progress

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Comments by SEA

Compliance Indicators

IV-BASP 15. (21st CCLC, ASSETs) The program developed by the LEA/grantee agency meets evaluation requirements and principles of effectiveness:

- (a) Program is based upon an assessment of objective data regarding the need for before and after school programs (including during summer recess periods) and activities in schools and communities;
- (b) Program is based upon an established set of performance measures aimed at ensuring the availability of high-quality academic enrichment activities;
- (c) Program is based upon scientifically based research that will help the students meet state and local academic achievement standards (if appropriate);
- (d) Program undergoes a periodic evaluation to assess progress toward providing high-quality opportunities for academic enrichment;
- (e) The results of evaluations are used to refine and improve the program and its performance measures; and
- (f) The results of evaluations are made available to the public upon request with public notice of such availability provided. (20 U.S.C. § 7175 (b)(1)-(2).)

Associated Documents

BASP evaluation plan [r]
BASP evaluation reports [r]
BASP evaluation results used to refine, improve, and strengthen program [r]
BASP notice of public availability of evaluation results [r]
BASP partners' meetings agendas and minutes [r]
BASP program plan [r]
BASP reports to Board [s]

Required and Suggested Documents

BASP performance indicators [r]

Legal References

IV. STANDARDS, ASSESSMENT, AND ACCOUNTABILITY

IV-BASP 16: Annual Evaluation Data

Updated 10/04/2013 by Administrator Administrator

SEA Status

In Progress

Comments by SEA

Compliance Indicators

IV-BASP 16. (21st CCLC, ASSETs) The LEA/grantee agency submits required annual outcome-based data for evaluation. (EC §§ 8484, 8427(a).)

Associated Documents

BASP evaluation plan [r]
BASP evaluation reports [r]
BASP evaluation results used to refine, improve, and strengthen program [r]
BASP notice of public availability of evaluation results [r]
BASP program plan performance indicators [r]

Required and Suggested Documents

Legal References

V. STAFFING AND PROFESSIONAL DEVELOPMENT

V-BASP 17: Provides Staff Training

Updated 10/04/2013 by Administrator Administrator

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SEA Status	In Progress
Comments by SEA	
Compliance Indicators	V-BASP 17. (21st CCLC, ASSETs) The LEA/grantee agency provides staff training and development. (EC § 8483.3 (c)(4).)
Associated Documents	
Required and Suggested Documents	BASP professional development/training records [r] BASP training schedule [r] BASP training sign-in sheets [r]
Legal References	

V. STAFFING AND PROFESSIONAL DEVELOPMENT

V-BASP 18: Student-to-Staff Ratio

Updated 10/04/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	V-BASP 18. (21st CCLC, ASSETs) The LEA/grantee agency ensures that programs maintain a student-to-staff ratio of no more than 20 to 1. (EC § 8483.4.)
Associated Documents	BASP attendance reports [r]
Required and Suggested Documents	BASP daily attendance roster [r] BASP staff assignments [r]
Legal References	

V. STAFFING AND PROFESSIONAL DEVELOPMENT

V-BASP 19: Staff Minimum Qualifications

Updated 10/04/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	V-BASP 19. (21st CCLC, ASSETs) The LEA/grantee agency ensures that all staff members who directly supervise pupils meet the minimum qualifications for an instructional aide according to the policies of the school district. (EC § 8483.4.)
Associated Documents	BASP district policy [r] BASP instructional aide minimum qualifications personnel records [r]
Required and Suggested	

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Documents BASP recruitment and training materials [s]

Legal References

VI. OPPORTUNITY AND EQUAL ACCESS

VI-BASP 20: Safe Access to Facilities

Updated 10/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators VI-BASP 20. (21st CCLC, ASSETs) The LEA/grantee agency provides services in a safe and easily accessible facility that ensures students travel safely to and from the program site and home. (20 U.S.C. § 7174(2)(A); EC § 8484.6 (a).)

20.1 (21st CCLC, ASSETs) If the program is located in a facility other than an elementary or secondary school, the LEA/grantee agency has ensured that the program will be at least as accessible to the students to be served as if the program were located in an elementary or secondary school. (20 U.S.C. § 7174 (c).)

20.2 (21st CCLC, ASSETs) If an LEA/grantee agency locates a program off school grounds, safe transportation is provided to the pupils enrolled in the program. (EC § 8484.6(a).)

Associated Documents BASP district policy [r]
BASP parent notifications [r]
BASP partners' meetings agendas and minutes [r]
BASP program plan [r]
BASP School Safety Plan [r]

Required and Suggested Documents BASP student travel route maps [s]

Legal References

VI. OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

VI- BASP 21: Equal Opportunity

Updated 10/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators VI- BASP 21. (21st CCLC, ASSETs) The LEA/grantee agency makes services equally accessible to all students and families of students targeted for services regardless of their ability to pay. (EC § 8482.6.)

21.1 (21st CCLC, ASSETs) If the LEA/agency does charge fees, it uses a sliding scale of fees and scholarships for those who cannot afford to participate. (20 U.S.C. § 7174 (d)(2).)

Associated Documents BASP district policy [r]
BASP outreach materials [r]
BASP parent notifications [r]
BASP program plan [r]

Required and Suggested Documents BASP fee schedule [r]

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Legal References

VI. OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

VI-BASP 22: Information in Parents' Languages

Updated 10/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators VI-BASP 22. (21st CCLC, ASSETs) The LEA/grantee agency provides parents with information on school and parent activities in a format and, to the extent practicable, in a language the parents can understand. (20 U.S.C. § 6318 (e)(5).)

22.1 When 15 percent or more of students enrolled in a public school speak a single primary language other than English, as determined by language census data from the preceding year, all notices, reports, statements, and records sent to parents of such students are written in English and the primary language. (EC § 48985.)

Associated Documents School language census data [r]

Required and Suggested Documents BASP translated parent notificaitons [r]

Legal References

VII. TEACHING AND LEARNING

VII-BASP 23: Provides Academic Enrichment

Updated 10/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators VII-BASP 23. (21st CCLC, ASSETs) The LEA/grantee agency provides opportunities for:

(a) Academic enrichment to help students to meet state and local academic standards in core academic subjects such as reading and mathematics.

(b) Educational enrichment services, programs, and activities that are designed to reinforce and complement the regular academic program of participating students. (EC § 8482.3(c)(2); 20 U.S.C. § 7171 (a)(1),(2).)

Associated Documents BASP curriculum materials [r]
BASP flyers/brochures [s]
BASP lesson plans and activities [r]
BASP outreach materials [r]
BASP program schedules [r]

Required and Suggested Documents BASP academic achievement results [r]
BASP students' test scores [r]

Legal References

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VII. TEACHING AND LEARNING

VII-BASP 24: Provides Literacy Education for Family

Updated 10/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators VII-BASP 24. (21st CCLC, ASSETs) The LEA/grantee agency provides literacy and related educational development for families of students served. (20 U.S.C. § 7171 (a)(3).)

Associated Documents BASP curriculum materials [r]
BASP flyers/brochures [s]
BASP grant application [r]
BASP lesson plans and activities [r]
BASP outreach materials [r]
BASP program schedules [r]

Required and Suggested Documents BASP parent training materials [r]

Legal References